

# CAREER OPPORTUNITY BULLETIN



**Date: January 24, 2008**

**Bulletin # 702**

This Career Opportunity Bulletin may also be viewed on our website at  
[www.parks.ca.gov](http://www.parks.ca.gov)

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

## HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation  
P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

**FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: February 8, 2008**

California Relay Service  
**TDD 1-800-735-2929**

Jobs Phone Line  
**1-916-653-6995**

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.



**Please note, the following advertisement is a correction to Career Opportunity Bulletin #701. The final filing date will remain the same.**

**PARK MAINTENANCE WORKER I (\$2929 - \$3497) – ANGELES DISTRICT/MALIBU SECTOR/MALIBU CREEK STATE PARK**

The reporting location for this position is Malibu Creek State Park. This position may work at other locations within the District if necessary. These units present a very diverse work load consisting of opportunities to work on both modern and historical facilities and structures. The incumbent's work schedule will be Tuesday through Saturday from 7:00 a.m. to 3:30 p.m. Work schedule may change due to operational needs. **State housing is not available.** For further information regarding this position, please contact ***Oscar Rodriguez at (310) 699-1719.***



## **Career Opportunity Bulletin #702**

- **ACCOUNTANT I (SPECIALIST) – ADMINISTRATIVE SERVICES DIVISION/  
BUSINESS AND FISCAL SERVICES SECTION/HEADQUARTERS/SACRAMENTO**
- **ACCOUNTANT I (SPECIALIST) – ADMINISTRATIVE SERVICES DIVISION/  
BUSINESS AND FISCAL SERVICES SECTION/GENERAL LEDGER UNIT/  
HEADQUARTERS/SACRAMENTO**
- **ACCOUNTING TECHNICIAN – ADMINISTRATIVE SERVICES DIVISION/BUSINESS  
AND FISCAL SERVICES SECTION/GENERAL LEDGER UNIT/HEADQUARTERS/  
SACRAMENTO**
- **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST – EXTERNAL AFFAIRS  
DIVISION/HUMAN RIGHTS OFFICE/HEADQUARTERS/SACRAMENTO**
- **ASSOCIATE PARK AND RECREATION SPECIALIST/PARK AND RECREATION  
SPECIALIST – INLAND EMPIRE DISTRICT**
- **GUIDE II, HISTORICAL MONUMENT (SUPERVISOR) – SAN LUIS OBISPO COAST  
DISTRICT/MUSEUM SECTOR**
- **LABORER (PERMANENT INTERMITTENT) – TECHNICAL SERVICES DIVISION/  
STATEWIDE ROADS AND TRAILS PROGRAM**
- **MANAGEMENT SERVICES TECHNICIAN – ADMINISTRATIVE SERVICES DIVISION/  
PERSONNEL SERVICES SECTION/CERTIFICATION UNIT/HEADQUARTERS/  
SACRAMENTO**
- **OFFICE TECHNICIAN (TYPING) – ACQUISITION AND DEVELOPMENT DIVISION/  
ACQUISITION AND REAL PROPERTY SERVICES/SACRAMENTO**
- **OFFICE TECHNICIAN (TYPING) – ACQUISITION AND DEVELOPMENT DIVISION/  
CHIEF’S OFFICE/SACRAMENTO**
- **OFFICE TECHNICIAN (TYPING) – ANGELES DISTRICT/ACCOUNTING SECTION**
- **PARK MAINTENANCE ASSISTANT – SANTA CRUZ DISTRICT/PAJARO COAST  
SECTOR**
- **PARK MAINTENANCE CHIEF III – CENTRAL VALLEY DISTRICT/DISTRICT OFFICE**
- **PARK MAINTENANCE CHIEF III – NORTHERN BUTTES DISTRICT**
- **PARK MAINTENANCE SUPERVISOR – MARIN DISTRICT/MARIN SECTOR**
- **PARK MAINTENANCE SUPERVISOR – SIERRA DISTRICT/SIERRA GOLD SECTOR**
- **PARK MAINTENANCE WORKER I (PERMANENT INTERMITTENT) (2 POSITIONS) –  
HOLLISTER HILLS DISTRICT**



- **PARK MAINTENANCE WORKER I (PERMANENT INTERMITTENT) – TECHNICAL SERVICES DIVISION/STATEWIDE ROADS AND TRAILS PROGRAM**
- **STAFF COUNSEL (PERMANENT/HALF-TIME) – EXECUTIVE DIVISION/LEGAL OFFICE/HEADQUARTERS/SACRAMENTO**
- **STAFF SERVICES MANAGER I – ADMINISTRATIVE SERVICES DIVISION/BUDGET SECTION/HEADQUARTERS/SACRAMENTO**

*The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.*

- **STATE PARK PEACE OFFICER (RANGER) (2 POSITIONS) - ORANGE COAST DISTRICT/SOUTH SECTOR/SAN CLELMENTE STATE BEACH AND SAN ONOFRE STATE BEACH**
- **STATE PARK PEACE OFFICER SUPERVISOR (RANGER) (2 POSITIONS) – OCEANO DUNES DISTRICT**
- **STATE PARK PEACE OFFICER SUPERVISOR (RANGER) – SIERRA DISTRICT/ SIERRA GOLD SECTOR/PLUMAS EUREKA STATE PARK**



### WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314.

Only the most qualified candidates will be selected for an interview. All appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (California Statewide Law Enforcement Association – CSLEA): Positions for voluntary geographic transfers will be filled in accordance with Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 of the unit 13 collective bargaining agreement.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

### **ACCOUNTANT I (SPECIALIST) (\$2870 - \$3488) – ADMINISTRATIVE SERVICES DIVISION/ BUSINESS AND FISCAL SERVICES SECTION/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Accounting Administrator I (Supervisor). The incumbent will perform the following duties in the Travel Unit: audit travel expense claims; audit airline and rental car invoices; prepare claim schedules through CALSTARS to reimburse the office revolving fund; respond to inquiries from the District Offices regarding travel rules; and prepare revolving fund checks. **State housing is not available.** For further information regarding this position, please contact Liz Martin at (916) 653-9933 or [lmart@parks.ca.gov](mailto:lmart@parks.ca.gov).

### **ACCOUNTANT I (SPECIALIST) (\$2870 - \$3488) – ADMINISTRATIVE SERVICES DIVISION/ BUSINESS AND FISCAL SERVICES SECTION/GENERAL LEDGER UNIT/ HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Accounting Administrator I. Duties include: processing General Services and Office of State Printing direct transfers; posting expenditures to the appropriate accounts and appropriations; tracking expenditures and receipts for Motion Picture accounts; preparing letters to the State Controller's Office to recognize reimbursements; processing various reimbursement refunds; and preparing collection letters for all reimbursement invoices. In order to be successful in this position, incumbent should be proficient in CalSTARS, personal computers, and Microsoft Word and Excel. **State housing is not available.** For further information regarding this position, please contact Lisa Ortega at (916) 653-9780.



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**ACCOUNTING TECHNICIAN (\$2638 - \$3209) – ADMINISTRATIVE SERVICES DIVISION/  
BUSINESS AND FISCAL SERVICES SECTION/GENERAL LEDGER UNIT/  
HEADQUARTERS/SACRAMENTO**

The reporting location for this position is Headquarters in Sacramento. This position will work under the direction of the Accounting Administrator I. The incumbent is primarily responsible for processing report of collections (ROCs) using CALSTARS and various databases, and for processing salary advances. **State housing is not available.** For further information regarding this position, please contact Cynthia Jones at (916) 653-8174.

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$4400 - \$5348) – EXTERNAL  
AFFAIRS DIVISION/HUMAN RIGHTS OFFICE/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Manager of the Human Rights Office. The incumbent will perform administrative and technical duties related to the Department's Equal Employment Opportunity (EEO) programs. The incumbent will be responsible for processing discrimination complaints; analyze facts gathered during an EEO investigation and compose EEO case determinations, perform the duties of an EEO Counselor and EEO Investigator, and coordinate and respond to regulatory agencies such as Department of Fair Employment and Housing (DFEH), Equal Employment Opportunity Commission (EEOC), and State Personnel Board (SPB). The incumbent will assist the HRO Manager and staff in developing and preparing training material and will be trained as an instructor for our training programs. Extensive travel will be required. The incumbent is responsible for providing information and referral to public and internal inquiries related primarily to reasonable accommodations, accessibility issues, State Employee Mediation Program, and the discrimination complaint process. The incumbent will be working with all levels within the Department, so strong interpersonal and communication skills are desired. Strong writing skills are also desired due to the high volume of written correspondence and report writing. The ability to deal with very sensitive issues while respecting the confidentiality of work is desirable. The challenge and variety of duties gives the incumbent the opportunity to enhance their skill sets. Training and Development Assignments may be considered. Training and Development Assignments for candidates in peace officer classifications will also be considered. If successful, the incumbent will have the ability to conduct EEO Investigations when a peace officer is involved to comply with the Peace Officer Bill of Rights. **This position is subject to Post and Bid.** To be considered a bidder for this position, bidders must complete a Post and Bid Position Application PO-42, available on the DPR Intranet under Personnel Services, by the final filing date. The examination and/or Employment Application STD. 678 will not be accepted as a bid for this position. For applicants not applying as part of Post and Bid, please include position number 549-021-5393-003 in the Job Title Section of the STD. 678. In the post and bid process, consideration to fill this position will be first given to the most senior eligible candidates. Employees selected through the Post and Bid process have five (5) working days from the date of contact to accept or decline the job offer. The Post and Bid process for Bargaining Units 1 & 4 allow for a 30 day trial "no-fault" provision. "No-fault" is a period of time which allows the employee and management to determine if the position is suitable for the employee. **State housing is not available.** For further information regarding this position, please contact Joyce Sathre at (916) 653-9990.



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**ASSOCIATE PARK AND RECREATION SPECIALIST (\$4833 - \$5874)/PARK AND RECREATION SPECIALIST (\$2817 - \$5105) – INLAND EMPIRE DISTRICT**

The reporting location for this position is the Inland Empire District Office located within the Lake Perris State Recreation Area. This position will work under the direction of the District Superintendent. This position analyzes planning and development documents, prepares responses for District and Department management, represents the District and Department at public and government meetings, assists with park planning and revenue activities, maintains real property records, assists with public relations and public information activities, and prepares grants. Experience with planning, CEQA, NEPA, and knowledge of the region's biodiversity are desirable. Training and Development Assignments may be considered. This position may be downgraded for recruitment purposes. **State housing is not available.** For further information regarding this position, please contact Gary Watts at (951) 443-2423.

**GUIDE II, HISTORICAL MONUMENT (SUPERVISOR) (\$3185 - \$3870) – SAN LUIS OBISPO COAST DISTRICT/MUSEUM SECTOR**

The reporting location for this position is the Guide Office on the hilltop at Hearst Castle®. This position will work under the direction of the Museum Director. Duties include the responsibility for the supervision, training and development of a portion of the guide staff; and the research and development of information related to Hearst San Simeon State Historical Monument and its place in California history. This position works holidays, weekends and evenings. **State housing is not available.** For further information regarding this position, please contact Diane McGrath at (805) 927-2199.

**LABORER (PERMANENT INTERMITTENT) (\$15.50 - \$16.90/HOUR) – TECHNICAL SERVICES DIVISION/STATEWIDE ROADS AND TRAILS PROGRAM**

The reporting location for this position is the Heilbron Mansion in Sacramento. This position will have extensive travel and long term project coordination at any State Park. This position will work under the direction of the Staff Park and Recreation Specialist. The incumbent will provide daily support to CCC crews in trail and road construction, maintenance and resource maintenance activities. Work will include heavy manual labor, extensive walking to and from work sites, hot summer temperatures, cold winter conditions including work in rain and snow, and work in high altitude, desert and coastal environments. Remote work locations, 8 or 10 day work assignments, overnight travel, and spike camps are expected. A Basic 32 Wildland Firefighting Certificate is desired. This position may work up to 1500 hours per year and employment is dependent on special project funding. **State housing is not available.** For further information regarding this position, please contact Karl Knapp at (916) 324-0487.



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**MANAGEMENT SERVICES TECHNICIAN (\$2495 - \$3426) – ADMINISTRATIVE SERVICES  
DIVISION/PERSONNEL SERVICES SECTION/CERTIFICATION UNIT/HEADQUARTERS/  
SACRAMENTO**

The reporting location for this position is the Certification Unit at Headquarters in Sacramento. This position will work under the direction of the Assistant Personnel Manager. The incumbent will be responsible for administering the work associated with the Department's Certification Unit. Specifically, this position receives and logs requests for position action requests (DPR 81) and monitors the review process for these documents. This position also prepares the weekly Career Opportunity Bulletin, determines applicant eligibility for specific positions, coordinates the ordering of employment inquiry letters and certification lists, determines appropriate certification list usage, and applies State Personnel Board and Department of Personnel Administration rules and regulation, Department policies, and bargaining unit contract provisions. Desirable qualifications include knowledge and application of laws and rules governing the certification and selection processes, as well as the ability to work in a team environment. **State housing is not available.** For further information regarding this position, please contact Jackie Cheyne Shelton at (916) 651-8178.

**OFFICE TECHNICIAN (TYPING) (\$2686 - \$3264) – ACQUISITION AND DEVELOPMENT  
DIVISION/ACQUISITION AND REAL PROPERTY SERVICES/SACRAMENTO**

The reporting location for this position is One Capitol Mall in Sacramento. This position will work under the direction of the Division Chief. The incumbent will serve as clerical support to all of the Acquisition and Real Property Services Division, including the Surveys and Ownership Section and Administrative staff. Duties will include, but are not limited to: Main reception duties for the Division; regularly screening and directing detailed and sensitive public and legislative inquiries to appropriate staff; processing a broad range of documents, including, Acquisition project reports for submission to the Public Works Board, Acquisition contracts, issue papers, bill analyses, legal descriptions, Capital Outlay-BCP's, legal documents, MOU's, operating agreements, letters to public officials and the public (often requiring the signature of the Director, Resources Secretary and Governor), budget and personnel forms and memoranda ensuring proper format, grammar, spelling and punctuation, as well as, preparation for mailing, overnight mailing or special delivery; in charge of equipment, supplies and service procurement; correspondence control and mail routing, handles large copy jobs, maintains file organization, State and Department procedural manuals; makes travel arrangements, and serves as Division Timekeeper. Highly desirable qualifications include strong organizational skills, ability to manage multiple priorities and complete work under deadlines, attention to detail, and excellent computer skills. **State housing is not available.** For further information regarding this position, please contact Kim Snyder at (916) 327-7327.



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**OFFICE TECHNICIAN (TYPING) (\$2686 - \$3264) – ACQUISITION AND DEVELOPMENT DIVISION/CHIEF'S OFFICE/SACRAMENTO**

The reporting location for this position is One Capitol Mall in Sacramento. This position will work under the direction of the Senior Park and Recreation Specialist. Under supervision, the incumbent will primarily support personnel tasks, including but not limited to correctly coding and data entering timesheet information into HRIS. The incumbent will be responsible for functional guidance over park aides and student assistants. As this is an advanced journey level position, we are looking for a candidate that is comfortable with and capable of exercising a high degree of initiative, independence and originality in performing assigned tasks within a collaborative office environment. **State housing is not available.** For further information regarding this position, please contact Leslie Hartzell at (916) 445-8787.

**OFFICE TECHNICIAN (TYPING) (\$2686 - \$3264) – ANGELES DISTRICT/ACCOUNTING SECTION**

The reporting location for this position is the Administrative Office in Calabasas. This position will work under the direction of the Administrative Officer I. The incumbent's duties will include accounting support duties related to the CALSTARS accounting system, preparation and processing of accounting documents, heavy phone work interfacing with vendors and District staff, posting of financial transactions to the computerized accounting system and record keeping. **State housing is not available.** For further information regarding this position, please contact Lynn Mochizuki at (818) 880-0363 ext. 107.

**PARK MAINTENANCE ASSISTANT (\$2687 - \$2929) – SANTA CRUZ DISTRICT/PAJARO COAST SECTOR**

The reporting location for this position is the Natural Bridges State Beach visitor center. The incumbent will work at the following Santa Cruz locations: Natural Bridges State Beach, Wilder Ranch State Park, and Santa Cruz Mission State Historic Park. Responsibilities include housekeeping, grounds keeping, assisting with facility maintenance, minor equipment maintenance, and maintaining a positive presence with park visitors. The incumbent will serve as lead person for seasonal employees, volunteers, and CDC crews. The ability to be organized and to work independently as well as keeping a positive attitude are important traits to have for this position. The incumbent's work schedule will be Thursday through Monday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Jim Pfluger at (831) 423-0532.



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### **PARK MAINTENANCE CHIEF III (\$4959 - \$5987) – CENTRAL VALLEY DISTRICT/DISTRICT OFFICE**

The reporting location for this position is the District Office located in Columbia. This position will work under the direction of the Staff Park and Recreation Specialist. The incumbent will be responsible for the maintenance and technical service function of the District. The incumbent will coordinate all District maintenance, equipment, water/sewage and technical programs; submit and recommend maintenance priorities for District projects, and will oversee CAMP. **State housing is not available.** For further information regarding this position, please contact Jon Zaugg at (209) 536-5938 or [jzaugg@parks.ca.gov](mailto:jzaugg@parks.ca.gov).

### **PARK MAINTENANCE CHIEF III (\$4959 - \$5987) – NORTHERN BUTTES DISTRICT**

The reporting location for this position is the Northern Buttes District Office in Oroville. This position will work under the direction of the District Superintendent. The incumbent will serve as the District Maintenance Chief. The incumbent will supervise District-wide specialists including the State Park Equipment Operator, Heavy Equipment Mechanic, Automobile Mechanic, and Water and Sewage Plant Supervisor. Major programs for which the incumbent has responsibility include CAMP, Water/Wastewater, Roads and Trails, Preservation and Restoration, Property Inventory, Fleet Management, Maintenance Safety, Pest Management, Construction Management, Waste Diversion, and ADA Compliance programs. The incumbent will serve as the District liaison/coordinator between the Sectors and the District Superintendent by providing counsel, technical assistance and advice to the Sector's Park Maintenance Chiefs. Training and Development Assignments may be considered. **State housing is not available.** For further information regarding this position, please contact Bob Foster at (530) 538-2200.

### **PARK MAINTENANCE SUPERVISOR (\$3580 - \$4308) – MARIN DISTRICT/MARIN SECTOR**

The reporting location for this position is the Maintenance Shop at Samuel P. Taylor State Park. This position will work under the direction of the Sector Superintendent. The incumbent will be responsible for the daily supervision and implementation of the maintenance programs for Samuel P. Taylor State Park, Tomales Bay State Park, Marconi Conference Center State Historic Park, and Olompali State Historic Park. This position will provide leadership and supervision for budgeting, contracting, fleet administration (VUR), CAMP/PID administration, vector control, hazmat, and AB 75 programs. The incumbent will supervise and manage road maintenance and the Category I projects. In addition, the incumbent will have the direct supervision of the Marin District's trails program. Candidates with a Class "A" California Driver's License are encouraged to apply. **State housing may be available.** For further information regarding this position, please contact Tina Williams at (415) 898-4362 ext. 15 or [twilliams@parks.ca.gov](mailto:twilliams@parks.ca.gov).



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**PARK MAINTENANCE SUPERVISOR (\$3580 - \$4308) – SIERRA DISTRICT/SIERRA GOLD SECTOR**

The reporting location for this position is the Sierra Gold Sector Office located at Empire Mine State Historic Park. This position will work under the direction of the Sierra Gold Sector Maintenance Chief. The incumbent will supervise the maintenance operations of four State Park units including Plumas Eureka State Park, South Yuba River State Park, Malakoff Diggins State Historic Park and Empire Mine State Historic Park. The incumbent's duties include supervision and coordination of the Buildings, Grounds, Miscellaneous Structures, Water and Sewer Distribution, Historic Structure Maintenance and Facility Housekeeping and Maintenance activities. The incumbent will also be responsible for management of CAMP for the sector. **A valid T2 Water Treatment Operator License is required. Please provide proof of eligibility with application. State housing is not available.** For further information regarding this position, please contact Ron Munson at (530) 273-3884.

**PARK MAINTENANCE WORKER I (PERMANENT INTERMITTENT) (2 POSITIONS) (\$16.90 - \$20.18/HOUR) – HOLLISTER HILLS DISTRICT**

The reporting location for these positions is the Hollister Hills District Maintenance Shop. These positions will work under the direction of the Park Maintenance Supervisor. The incumbents will perform skilled and semi-skilled duties necessary to maintain and construct State Park facilities, roads, and trails. Duties include maintenance, construction and repair of historic and non-historic buildings, roads, fences, utility systems, and trails. The incumbents will be responsible for housekeeping duties throughout the District. These positions require moderate to strenuous hiking to remote areas carrying various types of equipment including chainsaws for vegetation/tree control and removal. Other duties include minor repair of small powered equipment, vehicles and hand tools; maintain vehicle and equipment logs, and complete CAMP data entry. These positions may work up to 1500 hours per year. **State housing is not available.** For further information regarding these positions, please contact Richard Gallagher at (831) 636-5190 or [rgallagher@parks.ca.gov](mailto:rgallagher@parks.ca.gov) or Robert Rice at (831) 637-8205 or [rrice@parks.ca.gov](mailto:rrice@parks.ca.gov).



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**PARK MAINTENANCE WORKER I (PERMANENT INTERMITTENT) (\$16.90 - \$20.18/HOUR)**  
**– TECHNICAL SERVICES DIVISION/STATEWIDE ROADS AND TRAILS PROGRAM**

The reporting location for this position is the Heilbron Mansion in Sacramento. This position will have extensive travel and long term project coordination at any State Park. This position will work under the direction of the Staff Park and Recreation Specialist. The incumbent will act as a technical lead worker to CCC crews in trail, road construction, and maintenance and resource maintenance activities. Work will include heavy manual labor, extensive walking to and from work sites, hot summer temperatures, cold winter conditions including work in rain and snow, and work in high altitude, desert and coastal environments. Remote work locations, 8 or 10 day work assignments, overnight travel, and spike camps are expected. A Basic 32 Wildland Firefighting Certificate is desired. This position may work up to 1500 hours per year and employment is dependent on special project funding. **State housing is not available.** For further information regarding this position, please contact Karl Knapp at (916) 324-0487.

**STAFF COUNSEL (PERMANENT/HALF-TIME) (\$4674 - \$7828) – EXECUTIVE DIVISION/**  
**LEGAL OFFICE/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the General Counsel. The primary responsibilities will include providing legal advice and review, coordination and training in connection with the Department's park operations. As assigned, these matters will emphasize: real property matters; water rights and water quality issues; contracting functions, including personal and consulting services and concession contracts; operating and other agreements, both public and private; bond law; and Departmental compliance with the Public Records Act. In addition, the incumbent will act as liaison and coordinator with the Office of the Attorney General in connection with litigation involving park operations. Other matters as assigned include legislative bill analysis, regulatory development, and free speech and religion issues concerning special events and other uses of park units. Occasional travel will be required. **State housing is not available.** For further information regarding this position, please contact Bradly Torgan at (916) 653-6884 or Kelli McDowell at (916) 653-9905.



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**STAFF SERVICES MANAGER I (\$5079 - \$6127) – ADMINISTRATIVE SERVICES DIVISION/  
BUDGET SECTION/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Staff Services Manager III. This position offers the opportunity to work in a team environment dedicated to the mission of the Department of Parks and Recreation. This position requires budget and database development and management experience, excellent organizational skills, and the ability to develop innovative ways of accomplishing goals. The Budget Section offers the potential for professional growth and development in a supportive environment. The incumbent will perform the more responsible and complex budget work by coordinating and assisting in the development, preparation, administration, maintenance, review, and control of the Department's budget in support of the Department's core program elements of resource protection, public safety, facilities, education/interpretation, and recreation. The primary focus of the incumbent will involve the Department's operational support budget workload; however the incumbent may be assigned workload or projects in other areas as needed. Knowledge of State financial and budget processes and Microsoft Excel is required. Excellent analytical, verbal, and written communication skills are highly desirable, along with the ability to successfully interact with staff at all organizational levels. Some travel to field offices may be required. Applications will be screened and only the most qualified candidates will be considered. **State housing is not available.** For further information regarding this position, please contact Manuel Lopez at (916) 651-9792 or [mlopez@parks.ca.gov](mailto:mlopez@parks.ca.gov).



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*The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.*

**STATE PARK PEACE OFFICER (RANGER) (2 POSITIONS) (\$3344 - \$4786) - ORANGE COAST DISTRICT/SOUTH SECTOR/SAN CLEMENTE STATE BEACH AND SAN ONOFRE STATE BEACH**

The reporting location for these positions is the Ranger Office at District Headquarters in San Clemente State Beach. These positions will work under the direction of State Park Peace Officer Supervisor (Ranger). The incumbents will be assigned to the San Clemente State Beach and San Onofre State Beach Visitor Services operations team. The park aspects include: three major Southern California beach campgrounds, the most popular surfing beaches in the nation, several thousand acres of undeveloped coastal valley and terrace, hiking and biking trails, a riparian Natural Preserve, native American sites, historic CCC facilities and visitor center; extensive multi-jurisdictional planning and operations including USMC Base Camp Pendleton, San Onofre Nuclear Generating Station, San Diego and Orange Counties, United States and California Departments of Homeland Security. The San Onofre State Beach and San Clemente State Beach experience three million visitors annually. **State housing is not available.** For further information regarding these positions, please contact Rich Haydon at (949) 366-8529.

**STATE PARK PEACE OFFICER SUPERVISOR (RANGER) (2 POSITIONS) (\$4590 - \$5525) – OCEANO DUNES DISTRICT**

The reporting location for these positions is the Ranger Station on Highway 1 in Oceano. These positions will work under the direction of the District Superintendent. Each incumbent will serve as one of three State Park Peace Officer Supervisors (Ranger) assigned to Oceano Dunes State Vehicular Recreation Area and Pismo State Beach. Responsibilities will include supervision and scheduling of State Park Peace Officers and seasonal employees on an assigned shift, as well as coordination and supervision of recreation, public safety, interpretive, volunteer and docent programs, special events, two developed campgrounds and a primitive beach camping and OHV use area. Other duties include developing and maintaining the visitor services program equipment and seasonal budgets, enforcement of shorebird protection measures, and liaising with local law enforcement agencies, schools and a large volunteer and docent program. It is desired that the incumbents are enthusiastic and motivated. **State housing may be available.** For further information regarding these positions, please contact Rey Monge at (805) 773-7178.



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*The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.*

**STATE PARK PEACE OFFICER SUPERVISOR (RANGER) (\$4590 - \$5525) – SIERRA DISTRICT/SIERRA GOLD SECTOR/PLUMAS EUREKA STATE PARK**

The reporting location for this position will be Plumas Eureka State Park. This position will work under the direction of Sierra Gold Sector Superintendent. Duties include being responsible for the full spectrum of Visitor Services activities of a remote unit, including the museum, campground, group camp, day use operations, public safety, natural and cultural resource protection, back-country patrol, interpretive program and volunteer management. The incumbent will also supervise seasonal staff, act as liaison with the Cooperating Association and provide concession and Special Event oversight. The successful candidate will be a motivated individual with excellent independent decision making skills and diplomacy in community relations. **State housing may be available.** For further information regarding this position, please contact Ron Munson at (530) 273-3884 ext. 304.



**\*\*\*\*\* EXAMINATIONS \*\*\*\*\***

The Department of Parks and Recreation has scheduled the following examinations.  
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation  
Personnel Office  
ATTENTION: EXAM UNIT  
P.O. Box 942896  
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Civil Engineering Associate	January 23, 2008	Open
Laborer/Skilled Laborer	January 25, 2008	Open/Spot San Benito Monterey Santa Cruz
Restoration Supervisor II	February 8, 2008	Promotional/Spot San Luis Obispo
Staff Services Manager II (Supervisory)	February 8, 2008	Promotional
Staff Services Manager III	February 8, 2008	Promotional
Water and Sewage Plant Supervisor	March 21, 2008	Open